


GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Sub Chapter 102	Fire Drill / Fire Evacuation Plan	
Date Initially Effective 01/23/97	By The Order Of:  Hassan Aden, Chief of Police	
Date Revised 02/21/13	Date Reissued 02/25/13	Page 1 of 2

The purpose of this procedure is to organize and coordinate the activities of all personnel, to provide a plan whereby every employee will know exactly what to do in case of an emergency. All employees should familiarize themselves with exit routes from the building, participate in all fire/evacuation drills, and be knowledgeable of the evacuation procedures outlined in this directive. The evacuation plan will be practiced annually.

102.1.1 EVACUATION PROCEDURES

If an employee of the Greenville Police Department should discover a fire or smoke in the building, the employee shall immediately do the following:

- If the alarm has been automatically activated, employees should immediately proceed with evacuation of the building by their predetermined exit routes and report to the designated meeting place (flagpole). Evacuation exit routes are posted on each floor of the building.
- If the alarm has not been activated, go to the nearest pull stations and “pull the alarm”. If the employee has portable communications, such as a radio or access to a phone, contact the Communication Center, advising the type and location of the fire and then exit the building.
- Communications Center personnel shall evacuate to the Mobile Command Center staged at Greenville Station 6. Additional evacuation procedures and instructions for the Telecommunications Center personnel are found in the GPD POLICY AND PROCEDURES MANUAL, Chapter 81, *COMMUNICATIONS*.
- All occupants should exit the building once the fire alarm or sprinkler system has been activated. Department personnel should assist any visitors out of the building.
- Department personnel should be mindful and offer assistance as needed in evacuating physically impaired personnel or visitors from the building. Individuals in need of assistance in evacuating the building should be taken to the stairwell area where they should remain until the Fire Department or other co-workers can aid in removing them from the building.
- All occupants of the building should exit to the exterior meeting place unless they have a predetermined evacuation assignment. The designated meeting place shall be the flagpole near Pitt and Greene Streets.
- Do not use the elevator in case of a fire, exit through the stairwells; close all doors behind you as you exit the building.
- Feel all doors that you are exiting through if they are closed. If the door does feel hot, do not open the door, but choose a secondary route out of the building.

- If an employee should become trapped and cannot reach the stairwell, keep the door closed and seal of any cracks. Use the phone and call 911 to report your location. If there is an outside window, crack it open and hang something out the window, such as an article of clothing alerting the Fire Department that someone is in the location.
- If in smoke or heat, stay low where the air is cleaner and safer. Take short breaths through the nose until you reach a safe area.
- Personnel should assist in identifying any occupants of the building who have not cleared the building. If persons are missing, the Fire Department Incident Commander should be notified immediately. No one is to re-enter the building until given the all clear by the Fire Department Incident Commander.